

COACHES HANDBOOK

Date: July 1, 2018



2018-2019

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COACH/SPONSOR HANDBOOK

This handbook is a guide to the responsibilities and obligations of all coaches and sponsors of District #19 activities. It is the responsibility of each coach/sponsor to read the information contained in the handbook and abide by all policies contained therein.

If you have any questions relating to policies and/or procedures, please feel free to ask questions or request assistance from the activities office. The phone number to the activities office is (406)748-4699 ext 4236.

Finally, thank you in advance for agreeing to be a coach/sponsor for Colstrip Public Schools. Your assistance affords our students the opportunity to be involved in a wide variety of activities.

CORE PURPOSE

The Core Purpose of Colstrip Public Schools is to effectively focus on learning and growth for all students in a safe, healthy, caring and collaborative environment that ensures each student achieves intellectual and personal excellence, and is well prepared for college and career pathways.

COACHING EXPECTATIONS & RESPONSIBILITIES

I. Coach/Sponsor professional and personal relationships and expectations:

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Colstrip School District objectives for their activity program. These major performance areas stand out above others.

A) Safety – The coach/sponsor should always consider the student’s safety first and foremost.

B) Rapport - A coach/sponsor must be able to develop a good rapport with any number of individuals and groups: team personnel, the student body, the professional staff, the community as a whole, spectators, officials, fellow coaches - in and out of the district, media representatives and the parents of his/her players/participants. Good rapport and an image of competency are invaluable for the coach/sponsor. The Coach/Sponsor is responsible for maintaining a professional relationship with the students involved with the activity.

C) Cooperation - The district expects a maximum of cheerful give and take among all individuals associated in any degree with the comprehensive program. Coaches/Sponsors must work hand in hand with their activities director, principal and all other members of the staff.

D) Leadership - Diligence, enthusiasm, honesty and a love for the game/activity are all part of a professional pride that should be exhibited by any coach/sponsor. Personal appearance, dress,

and physical condition all should be exemplary. Dressing appropriately at practices/meetings and building positive attitudes are very important.

E) Discipline - Individually, the coach/sponsor becomes a model of all that the program represents. Observation of school policies, codes, training rules, rules of the game/activity, ideals of good sportsmanship, behavior of participants, both home and away and the conduct of the crowd, especially where the student body is concerned, is reflected to a large degree in the coaches/sponsors leadership qualities. A desire to do well, to win or to lose well should be emphasized. Staff, players/participants and spectators should be motivated toward goals that reflect positively on the school district.

F) Improvement - A coach/sponsor must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics and Montana Coaches Association clinics is a positive way to develop and expand knowledge. Membership should be maintained in professional organizations and similar groups whose programs are geared toward greater achievement and positive performances. Keeping abreast of current literature in professional journals, newspapers and magazines and utilizing the experience and knowledge of fellow coaches/sponsors are also expected.

II. Coaching /Sponsorship Techniques

A) Use sound and acceptable teaching practices

B) Run well-organized practice/meeting sessions

C) Complete preseason planning well in advance of activity start dates

D) Adhere to a highly efficient and technically sound program of injury preventions. When injuries do occur, follow a prescribed routine of rehabilitation and maintain good communications with the participant, parents and doctor(s).

E) Construct a well-organized game plan for sporting events

F) Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchases must be discussed with and approved by the activities director.

G) Keep assistants, participants, managers, and parents well informed as to what is expected. Cooperate fully with maintenance staff, transportation personnel and any/all persons associated with your activity.

III. Coach/Sponsor Responsibilities

A) The safety and welfare of participants should always be first in the coach/sponsor's mind. The main reason for having student activities within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent.

Development of positive attitudes is an important means to accomplish this goal. The promotion and teaching of only clean, aggressive and fair play while stressing the importance of good sportsmanship must be a standard set for all competitive coaches at all times. For noncompetitive groups, the sponsor must stress the importance of cooperation, communication, hard work and dedication. The coach/sponsor must be the leader and set a positive example.

The coach/sponsor should be fair and unprejudiced with participants, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

Participants have a right to expect coach/sponsor to have a genuine and up-to-date knowledge of that which they propose to teach and direct.

The coaches/sponsors primary responsibility is to the participant, however, consideration must be given to the participant's family and parents, and an open line of communication will provide a proper avenue for such consideration.

B) As a coach/sponsor one is a frequent topic of conversation at various community locations; the home, the workplace and at meetings of civic organizations. Your profession, as well as reputation as a coach, is constantly under scrutiny. One's actions and statements should always reflect confidence and respect for the Colstrip School District. Much can be done by the coach/sponsor, in public contacts, to build and maintain a high level of confidence in the activities programs and the school district.

C) A coach/sponsor owes the school his/her efforts and loyalty at all times. He/She must constantly strive for excellence in all areas for the school.

To be effective, a coach/sponsor must be respected. To be respected, good personal habits and a neat appearance are important, but most important are the examples set by the coach/sponsor. Being respected is much more important than being well liked. Treat the administration, faculty, participants and general student body with the same honor and respect that you desire to be shown to you. Private, firm, fair, and constant discipline must be maintained.

The work of the coach/sponsor must be an integral part of the educational program of the school.

The coach/sponsor should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach/sponsor should give support to all endorsed activities of the school district. At every opportunity the coach/sponsor should urge the student body to be polite, courteous and fair to visiting teams/groups.

D) A coach/sponsor in the Colstrip School District should continue professional growth in both the academic teaching area and the activities arena in which they are involved. To best accomplish this, the coach/sponsor should belong to various activities/associations dedicated to the professional well being of activities programs.

E) The makeup of a coaching/sponsorship staff is basically a quasi-autocratic society. The head coach should always be in command. Despite the position of authority, the wise head coach/sponsor will encourage independent thought on the part of the staff. An important factor is human relation skills, which provide for an open exchange of ideas in a respectful, courteous and thoughtful manner.

A wise head coach/sponsor will praise the assistants and award recognition whenever possible. Misunderstandings between coaches/sponsors should be discussed as soon as possible and in an appropriate location away from student participants and other people not concerned with the program(s).

A head coach/sponsor must always realize he/she is ultimately responsible for the program of which he/she is in charge. It is his/her duty to see that all tasks are assigned to assistants and/or carried out by him/her, and remain accountable for any/all tasks that are not completed properly.

The head coach/sponsor expects all staff to contribute a full measure of time, effort, thought and energy to the program. They must fulfill the responsibilities assigned by the head coach/sponsor and remain accountable if the duties are not carried out appropriately.

It is most difficult to be a good assistant coach/sponsor. However, the success of the school, program and student participants is dependent upon the quality and effort of the assistant coach/sponsor staff.

F) One must always bear in mind that his/her activity is not the only program in the school setting. It is a part of a comprehensive activities program and it is the job of the coach/ sponsor to assure the well-being of the total activities program.

A coach/sponsor should support and serve fellow coaches/sponsors whenever possible. All remarks should reflect confidence in one's fellow coaches/sponsors. A strong, harmonious relationship must exist between coaches/sponsors and other faculty members.

G) A coach/sponsor is responsible for cooperating with every faculty member on the staff. If the coach/sponsor cooperates with the teachers of academic subjects by allowing activity participants to make up a test or cover a missed assignment on practice/meeting time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the activities participant eligible and to lend an extra hand when the "going gets tough. "

H) Each coach/sponsor is responsible for the following:

1) To supervise student activity participants at all times that the team/group has gathered for practice, meetings, games or any other type of activity or performance

2) Keeping practice, meeting areas and locker rooms in order

3) Storing equipment neatly and using equipment properly. Pride in equipment and facilities is of primary importance to coaches/sponsors and student participants

4) Keeping all storage areas secured

5) Keeping the activities director informed of program progress and any/all unusual happenings within the coaches/sponsors program in a timely manner

IV. Other coaching/sponsoring responsibilities:

A) Must fill out leave request(s) at least five (5) school days prior to the scheduled event

B) Must have travel request form filled out completely and to the activities director at least five (5) days prior to the scheduled event. If this is not completed in a timely manner, it is highly likely that transportation will not be provided for your team/group.

C) If students will need to be removed from class or classes for early departure or will miss a days classes for games/activities, every effort will be made to submit a complete student participation list to the activities secretary and attendance office at least three (3) school days prior to the scheduled event date.

D) Receipts and purchase orders for all meals, lodging, etc. must be submitted to the activities office immediately upon returning from the activity

E) It is the coach/sponsor responsibility to see that participants follow ALL regulations in the student activity handbook, respective school handbook and transportation handbook.

F) It is the coach/sponsor responsibility to report ALL violations of any handbook rules and transportation handbook rules to the activities director and/or building principal. In the event of violation of rules, the activities director and/or building principal should be contacted as soon as possible.

G) To check locker rooms, meeting rooms, practice or game facilities, motel rooms, restaurants, etc., to assure that equipment has been properly put away and facilities have been left in an orderly manner

H) Require that all athletic participants have a current physical exam prior to allowing the athlete to participate in ANY practice session. The M.H.S.A. approved physical form must be given to the activities office to keep on file.

I) Require that each participant, (ALL ACTIVITIES), have a current, signed permission to participate form on file in the activities office by the THIRD (3rd) time the team/group meets. Coaches/sponsors should collect the signed permission forms, make copies of the forms, and then give the original to the activities office. A COPY OF THESE PERMISSION FORMS MUST BE IN THE COACH'S /SPONSOR'S POSSESSION AT ANY TIME THE TEAM/GROUP GATHERS FOR PRACTICE, MEETINGS OR TRAVELING.

J) Check eligibility of all participants to see that they remain eligible under weekly and semester eligibility requirements

K) It is encouraged that all coaches/sponsors develop a list of team rules and non-compliance consequences and distribute to all team members to be reviewed by the participants and parents at the first meeting of the team/group. This will include all common Activity Handbook rules and any additional rules/regulations the coach/sponsor deems appropriate. The parents and participant will sign the rules and return to the coach/sponsor along with the Student Permission to Participate. A copy of the rules must be on file in the activities office.

L) Head coach/sponsor must submit a post-season inventory and report in regard to the activity's season/year's events, successes, failures, win/loss records, special awards and recognition, participant list, and unusual occurrences in a prompt manner at the conclusion of the specific activity season/year.

M) Coaches/Sponsors should ride to and from events with their teams/groups on the School-provided Transportation Mode. If an occasion arises where the coach/sponsor needs to make arrangement for personal transportation, the Administration must be notified before-hand.

N) **Before Receiving Check**-Must collect ALL uniforms and equipment. Check that such uniforms and equipment are properly cleaned and stored prior to a final check off for your activity, turn in keys, submit letter list (CHS), turn in checked out equipment before receipt of final payment for coaching/sponsoring the group.

MIDDLE SCHOOL ACTIVITY GUIDELINES

A) Coaches will be responsible for integrating an intramural program into the regular basketball/volleyball programs.

B) Coaches will make every attempt to provide for reasonable interscholastic playing time for each participant.

C) Coaches will align teams to ensure positive experiences for participants in middle school athletic programs, including consideration of the athletic ability of the opposing teams.

D) Distances traveled by middle school activities groups will be kept to a minimum to ensure meeting the physical needs of middle level students.

E) Activities will be appropriate for young adolescents. High school activities will be reserved for high school age students.

F) Coaching/sponsorship philosophy must promote exploration and winning must be secondary to give students playing/participation experience.

SEXUAL HARASSMENT

The Colstrip Public School District is committed to a positive and productive working and learning environment, free of discrimination. Discrimination adversely affects morale and

interferes with employee and student ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer or student and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student, who has testified, assisted or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on district property whether or not district-sponsored, and to any school-sponsored events regardless of location.

DEFINITIONS

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- a) Submission is made either explicitly or implicitly a term or condition of an individual's employment or education.
- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or of creating an intimidating, hostile, or offensive employment or educational environment.

An intimidating, hostile or offensive employment or educational environment means an environment in which:

- a) Unwelcome sexually-oriented jokes, innuendos, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable.
- b) An aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

For a complete description of the District #19 Sexual Harassment Policy refer to Policy Descriptor code 5012 or contact Mark Ator District #19, Title IX Officer.

NFHS COACH EDUCATION PLAN/MHSA RULES CLINIC

This program is required for all CHS sport coaches and cheer sponsors must pass the eight (8) unit tests. This is not required for SP/DR or middle school coaches, however it is recommended.

All sports coaches include: assistants, volunteers as well as head coaches.

Certification is valid for three (3) years when all eight units are successfully completed. One must pass with an 80% score on each unit test. The website address is:
www.coacheducation.org.

You should print out results of your test scores and e-mail the scores directly to the High School Vice Principal/Activities Director as instructed on the website. Coaches should keep copies of these results for future verification. The Cost of Education Plan will be covered by Colstrip Schools. Coaches will be reimbursed.

*****NOTE***** These same coaches are also required to take complete the Concussion Education Course each year Prior to contact with student athletes.

Head Coaches for each MHSAA Sport are required to take the Rules Clinic for their particular sport each school year by the 2nd week of their season. Failure to do so will result in school being fined. A coach could face discipline for this failure.

EXTRA/CO-CURRICULAR TRAVEL REGULATIONS

Each coach/sponsor, when traveling with a team, will stress the standard of behavior to be that of responsible adults. Remind the students that they are representing Colstrip Public Schools, and to conduct themselves in such a manner that the school and community can be proud of them. **Coaches and Sponsors are expected to ride the bus to and from the activity. Permission may be granted by Administration when special circumstances warrant it.**

Prior to departing on overnight trips, each coach/sponsor will provide a tentative agenda with approximate times to the students and administration involved a minimum of three (3) days prior to the departure date.

A motel rooming list **MUST** be provided to the activities office a minimum of three (3) days prior to departure for all overnight trips.

Team departure times for district/divisional/state competitions will be determined by the following criteria:

The team will leave the morning of the tournament if they can arrive at a minimum of one (1) hour before their practice/game time **AND not depart before 6:00 a.m.**

The number of students representing a team/group at district/divisional/state competition/tournament will be limited to actual team members. For state competition, only actual individuals/team qualifiers will be permitted to attend. If a coach/sponsor wishes to take one or more non-qualifiers to state, a request to the building principal and activities director must be made for consideration.

GUIDELINES FOR AN ACTIVITY RUN

- A. The transportation route of students, coaches, sponsors to and from destinations outside of Colstrip will be determined by the transportation director.
- B. Coaches, teachers and sponsors, will be responsible for the behavior of the group that is being transported.
- C. Drivers, parents, sponsors and teachers will be responsible for the consumption and clean up of beverages and food on the bus. If the mess is more than the driver feels is necessary then the group will be requested to clean the bus.
- D. Driver will be responsible to inform teachers, sponsors, and coaches, of misbehavior on the bus in order for them to take care of the matter for safety reasons.
- E. If emergency weather conditions should arise, the bus driver may determine whether or not to proceed. The bus driver will contact transportation supervisor. The coach/ sponsor will contact building principals or superintendent.

OUT-OF-STATE TRAVEL

At any time a coach/sponsor is planning travel out of the state of Montana, the coach/sponsor must first discuss the possible travel with the activities director prior to assembling travel plans. The coach/sponsor must fill out an Out of State Travel Request form.

After the coach/sponsor has consulted with the activities director a formal itinerary must be assembled and submitted to the activities director with a request that he/she place the request for travel on the next regularly scheduled Board of Trustees meeting for approval by the Trustees.

*****NOTE***** A request for placing travel on the Trustees Agenda **MUST** go through the activity director's office. DO NOT FORWARD REQUESTS TO BE PLACED ON THE BOARD AGENDA WITHOUT APPROVAL FROM THE ACTIVITIES DIRECTOR. **** Submitting requests for travel to the activities director **MUST** be completed a minimum of 45 days prior to the intended travel. Following the approval of travel by the Trustees, the coach/sponsor may begin making appropriate travel arrangements.

ADDITIONAL TRAVEL RULES

All coaches/sponsors and/or chaperones will accompany and remain in direct supervision of the team/group at all times while traveling.

Coaches/sponsors and/or chaperones must know the location of all students at all times. It is especially important that they are not permitted to run the streets during the evening hours. A

reasonable curfew hour is to be set (if an overnight trip) and multiple checks are to be CAREFULLY made.

If lodging is required, extreme care should be taken so that students do not abuse motel facilities and privileges. Room checks must be made prior to signing out of the motel. A chaperone for either/both genders of participants traveling will accompany all groups when the activity requires an overnight stay.

DRESS FOR ACTIVITIES

Coaches/sponsors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

RULES AND REGULATIONS

- A) The principal has the authority to exclude from any activity, practice and/or participation, any participant who is in violation of any school rule(s), either academic or athletic.
- B) Students not maintaining grade requirements will be ineligible for the following week but will be allowed to practice in any activity (refer to a student handbook).
- C) Should any rule deviation occur; the coach/sponsor will be held accountable to both the activities director and principal.

SUPERVISION

All coaches/sponsors will provide effective supervision of their participants in the locker rooms, meeting rooms, the gymnasium, on transportation equipment, and at other times students are under their guidance. This will be accomplished through the utilization of the following procedure(s):

- A) Since there are two (2) or more coaches in all sports one coach will be assigned to the locker rooms the athletes enter and supervise until the last athlete has gone.
- B) One coach/sponsor should be in the practice/meeting area - supervising students as the participants enter the practice/meeting area. When students are requested to move to another room in the building, they should be accompanied by one or more coaches/sponsors as the move is taking place.

C) When a practice/game/meeting is over, the participants should continue to be supervised until students have departed school property.

D) Any student absent from 30 minutes or more at CHS or ½ day at FBMS, will not participate in school activities of any kind on that day unless prior approval was granted by Administration. Approval will be granted as a result of a previously scheduled medical/dental appointment, an appointment to meet requirements of the law, or for a family emergency.

E) A coach/sponsor must be present at the bus pickup point until students are loaded on the transportation vehicle and the vehicle has departed school property. If agreed upon by coaches/sponsors of different activities, supervision duties at the bus pickup area may be shared, however, it must be understood that the coach/sponsor assigned to a given date of bus duty will then be responsible for students at the pickup point.

F) Once all participants have departed school property, it is the responsibility of the coach/sponsor to check all facilities that have been used for equipment left out, possible damage or any excessive mess that might have been left. The coach/sponsor should then shut off ALL lights, lock doors, and again make a final check that participants have departed the school property prior to leaving.

G) At NO TIME should a coach/sponsor leave a student(s) unattended while the student(s) is waiting for transportation home. This includes after returning from away trips. A coach/sponsor MUST remain at the school (drop off point), until students have departed school property.

H) At any time only one (1) student must be transported to Lame Deer, following the return from an activity away from Colstrip, a bus driver may request that a coach/sponsor travel to Lame Deer on the activity run.

I) Cell phone use by students during a practice or contest is prohibited. Cell phone use by Coaches and Sponsors should only be used when absolutely necessary. Student cell phones may be confiscated at night by Coaches and/or Sponsors.

J) Bullying/Harassment is something that Colstrip Schools does not condone. The coach/sponsor is responsible for providing an environment where bullying/harassment by anyone involved is not tolerated.

HIGH SCHOOL HOMECOMING

A) The date will be determined by the activities director.

B) The cheerleading sponsor will be responsible for organizing the Homecoming events, with approval of the activities director.

C) All classes and clubs will be requested to participate.

D) All plans must first be presented to the activities director and approval given before any supplies or materials are ordered for Homecoming activities.

ORDERING, PURCHASING, REQUISITIONS & PURCHASE ORDERS

Coaches/sponsors are not permitted to order, purchase or acquire any item for their activity without receiving prior approval of the activities director and completing the appropriate requisition with all signatures in place on said requisition. This includes items on a preview or trial basis.

Included in this handbook are samples of forms that coaches/sponsors need to be familiar with. Please review them and if ANY questions arise, contact the activities office for explanation and clarification.

REQUISITIONS AND PURCHASING

All requisitions will be at the approval of and through the appropriate principal, supervisor, and/or superintendent and on a requisition form provided for that purpose.

All purchases will be made through a purchase order system. All orders must have a purchase order, even those on approval. Any deviation from this system will be at the personal expense of the person making the order. This also means telephone orders or orders not approved. It also includes extracurricular activities, meals for away games, dances, etc. as well as fundraising supplies after the fund raising activity has been properly approved by the Administration.

NO student/coach personal items will be purchased through the activities revolving account. These items must not be charged to any school accounts. These items include sweatshirts, jackets, hats, etc. If your team/group would like to order team items, please talk to the activities office before proceeding.

REQUISITION PROCEDURE

The following procedures will be followed when ordering supplies for any extracurricular activity:

- A. A requisition will be requested from the activities secretary
- B. Requisitions will be filled out completely with vendor name, address, phone, item name, item number, quantity, cost, shipping cost (if available), date needed, person/group submitting request and date requested.
- C. All requisitions must be completed and submitted a minimum of five (5) school days prior to the date they need to be ORDERED.
- D. Once the completed requisition is turned in, the activities office will verify funds are available for purchase, and then place the order as requested. We cannot guarantee delivery!!

E. The activities secretary will not be available to get ordering information for you. Club/group members will receive valuable instruction if they are given responsibility for this task.

F. All invoices should go directly to the activities office. In the event an advisor/coach receives a bill or invoice, they should immediately turn it in the activities secretary.

*****NOTE*** It is ABSOLUTELY FORBIDDEN for any coach/sponsor or representative of a group to place orders for any goods or services without proper paperwork. The proper paperwork will be handled by the requisition process through the activities office.**

PURCHASE ORDER PROCEDURE

On purchase orders you receive for meals and motel rooms you will need to:

- A. Fill in the name, address, zip code of the restaurant/motel/business where the PO is being used.
- B. Fill in the number of meals/rooms purchased and the total price.
- C. Have manager or cashier sign the PO and leave the pink copy with them.
- D. Return the white & yellow copy with a RECEIPT ATTACHED to the activities office.

If you forget to get a receipt, it will be necessary for YOU to call the vendor and request a copy of the receipt be mailed or faxed to you, in order to complete your paperwork.

ACTIVITY EXPENSE SHEET

- A. Fill in the name of the restaurant, # of students fed, # of adults fed, total cost of meals and the Purchase Order number. Remember that you can accrue the cost of meals for ONE day - total \$22.00 but cannot go over that amount in ANY ONE DAY. A 15% gratuity can be added over the total price.
- B. **Be sure all receipts are attached to the Purchase Order.**
- C. Sign the expense sheet and turn it, all PO's, and all receipts into the activity office.

MEAL REQUESTS

If your team/group will require meals during their travel and you have a specific preference as to where you eat please contact the activities office and prior meal arrangements will be made for you. If you prefer to make your own arrangements, please call ahead to be sure that they can accommodate your group at the time you expect to arrive.

The meal expense limit must be followed: the daily total of \$22.00 is the MAXIMUM PER DAY. A 15% gratuity is allowed when appropriate but no more. The tip is exclusive of the meal allowance.

NOTEHIGH SCHOOL - The only meals provided for high school athletes/participants will be at district/divisional/state competitions.

MIDDLE SCHOOL - Lunch and dinner meals will be provided THE SECOND DAY for middle school athletes/participants at away tournaments that extend beyond one (1) day.

RECOMMENDED MEAL ALLOWANCES

When the District provides meals, the following meal allowances will be adhered to:

Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$9.00
TOTAL	\$22.00 (exclusive of 15% gratuities)

Gratuities: When appropriate (sit down meals), the coach/sponsor will include, but not exceed 15% of the total meal bill.

NOTE Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM including beverage and/or dessert. Specialty drinks and or desserts are the student's responsibility.

EXTRACURRICULAR FUNDS

All monies received from student activities and organizations will be given to the activities office to be deposited in a central banking place; recorded in a complete, permanent, and uniform system of accounts and audited each year.

SCHOOL PROPERTIES

The Board will cause a complete, accurate inventory and audit of all school properties to be made each year. Such records of the inventory will be kept in the central administration office.

CASH BOXES

When an advisor/sponsor requests a cash box for an activity, it will contain a cash sheet. The advisor/sponsor is responsible for filling out the cash sheet before sending the money to the activities office. Be sure to count accurately. These cash sheets will be part of the receipt file for auditing purposes.

VENDING MACHINES

All keys to the vending machines will be kept by the activities office (FBMS and PBES will be kept in the vault). The monies will be emptied by the activities secretary, sponsor or school

secretary and deposited by the activities office. A receipt will be given to the club/activity sponsor.

ACTIVITY/FUNDRAISER REQUEST FORM

This form must be filled out prior to any activity or fund raising event. Any group/club activity that will be charging a fee or selling products MUST fill out this form PRIOR to beginning the activity/fund raiser.

The following procedure will be followed when requesting an activity or fund raiser:

- A. Secure activity/fund raiser request form from the office.
- B. Completely fill out the activity/fund raiser request form, including an outline of the activity/fund raiser, the purpose or goal of the activity/fund raiser, any special equipment or areas that may be necessary to hold the activity/fund raiser, the type of cash needed if a cash box is requested.
- C. Acquire the necessary signatures before presenting the form to the activities office for final approval.
- D. All requests for activities/fund raisers will be completed and submitted to the activities office a minimum of five (5) school days prior to the date of the activity/fund raiser taking place.
- E. At NO TIME will an activity be held without the prior approval of the activities director AND principal.

TURNING IN OF MONIES

All monies collected in relation to any student activity will be turned into the activities secretary (at FBMS and PBES - the building secretary) daily with an Activities deposit receipt. In the event a money box will be used for multiple days, it should be locked in the vault each night. The money must be turned in by 3:45 each day or special arrangements should be made with the activities office in advance.

NEWSPAPER ARTICLES WRITTEN

It is the responsibility of each coach/sponsor to regularly turn in articles to the activity office or the Rosebud County Press office regarding games/activities in which your team/group has been involved. As a means of good public relations, this is essential and will be required in a timely manner following competition or activities. Articles may be submitted to iep@rangeweb.net or faxed to 346-2140.

TELEPHONE USE

School telephones are available for personal use on a limited basis. The expense of all personal long distance telephone calls is the responsibility of the caller. Building administrators reserve the right to limit personal calls at any time to avoid excessive use of the telephones or to avoid the tie-up of telephone lines.

PROCEDURE FOR STARTING A NEW CLUB/ORGANIZATION

- A. Identify a need for the club/organization.
- B. Write up a proposal stating: a) type of club/organization, b) purpose of club/organization, c) goals/objectives of club/organization, d) monetary needs and funding procedure of club/organization, e) any other information that would be helpful in determining the need for the proposed club/organization.
- C. Present a copy to the appropriate building administrator and activities director.
- D. Schedule a meeting with building administrator and activities director to discuss the proposal.
- E. If the proposal is supported by building administrator and activities director, the activities director will forward a copy of the proposal to the office of the superintendent for review and placement on the agenda of the Board of Trustees meeting.
- F. Person(s) making the original request for the addition of the club/organization should be in attendance at the Trustees meeting to answer questions regarding the proposed club/organization.
- G. If the Trustees give approval for the club/organization to be formed, an extracurricular activities account will be established in the name of the club/organization by the activities office.
- H. Once approval has been granted for the club/organization, a meeting should be held for the election of officers, and a committee formed to write a constitution for the club/organization.
- I. Once completed, a copy of the constitution should be on file in the office of the building principal and activities director.
- J. Upon formal adoption of the club/organization, requests for fund raisers/activities will be accepted by the building principal and activities director. A completed request **MUST** be submitted for **EVERY** activity/ fund raiser **PRIOR** to initiating the activity/ fund raiser.

*****NOTE***** All information and rules contained in the coach's/sponsor's handbook and the student activity handbook **MUST** be adhered to by the club/organization at all times. It is the responsibility of the club/organization sponsor to see that all of the rules and procedures outlined in these handbooks are rigidly adhered to, unless specific variance to a given rule(s)/procedure(s) is granted by the building principal and director of activities.

SUGGESTION

Since the primary purpose of having clubs and activities is to provide students the opportunity to learn leadership and life skills, one of your obligations, as a coach or sponsor, is to instruct the students in record keeping and all other duties related to running the organization efficiently. It will be beneficial to the students involved, if the paperwork becomes the student's responsibility, under the sponsor's guidance. In addition, you will make your workload much lighter!

STUDENT PARTICIPATION FEES

A participation fee will be assessed to ALL students participating in middle school and high school activities. Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc. Fees will be as follows:

Frank Brattin Middle School \$25.00 Colstrip High School \$35.00

*** \$10.00 of this fee is for a student pass for CHS & FBMS regular season sponsored athletic events for the year.

*****NOTE***** Any student unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or building principal to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation). *It is important to understand that Colstrip Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.*

STUDENT PHYSICALS/CONCUSSION AWARENESS

Before participating in a Sporting activity, a student must have a completed Physical signed by an approved medical official. Students must also have undergone IMPACT baseline test. (Every 2 years) Students and Guardians must review Concussion Education information before participating. (Each Year)

SOCIAL MEDIA COMMUNICATION

Coaches/Sponsors are now asked to develop an email mailing list of parents/guardians of their athletes/students in order to improve communication about their specific sport/activity. Details communicated could include, but are not limited to, practice schedules, leave times, and other factual information related to the sport/activity.

Coaches/Sponsors are encouraged to utilize the Colstrip Public Schools Facebook Page as their source for social media communication. You will have to work through the Activity Director and Activity Secretary in order to submit posts. Pages, groups and forums set up by coaches and parents to represent Colstrip Public Schools and its activities and departments are strictly prohibited unless approved in writing by the building principal or activity director. The rationale is to reduce bad information, conflicting information or misinterpretations as well as providing a check balance system for accurate communication.

Coaches and Sponsors may also use texting to relay facts and information only. Please include the activity director in any and all texts as a point of reference. Coaches and Sponsors should not text students or their parents for any other reason. If issues arise, please notify Administration immediately.

CRISIS PLAN

Procedural Flow Chart

1. Coach/sponsor/chaperone notifies medical personnel.
2. Coach/sponsor/chaperone notifies building principal and/or activities director.
3. Coach/sponsor/chaperone notifies family.
4. Principal/activities director notifies other person if coach is unable.
5. Principal notifies superintendent, assistant principal; answers concerns of family, faculty, and community groups/clergy.
6. Activities director contacts family, peripheral activities and works with coach/sponsor/chaperone to collect items and information for investigation.
7. Activities director works with coach/sponsor/chaperone dealing with the team/group involved.
8. Superintendent notifies the trustees, approved press releases or designated someone to work with the press on the district's behalf and contacts a legal representative for advice on handling the specific situation.

*In the event the principal is unavailable, the assistant principal and/or superintendent assumes those duties.

**In the event the activities director is unavailable, the principal assumes those duties.

***In the event the assistant principal is unavailable, the principal/superintendent assumes those duties.

****In the event the superintendent is unavailable, the principal and/or A.D. will notify the trustees and the principal will approve all press releases and contact legal representation.

Any plans for cancellation and/or rescheduling of planned activities will be made in joint conference of superintendent, principal and activities director.

COACH/SPONSOR EVALUATION

There is much more to sponsoring an activity or coaching a sport than merely being present when student participants gather. A coach/sponsor needs a broad spectrum of competencies

that must be taken into account whenever he/she is evaluated. Therefore the intent of the evaluation process used by Colstrip Schools is directed at a broad range of areas that fairly and consistently measure the coach's or sponsor's skills in multiple competencies.

Some of the many areas that a coach/sponsor must be proficient in are: knowledge of adolescent physical and emotional growth, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, strength development, sequential skills development and modern training techniques.

Further, it is mandatory that written goals and objectives be developed for all extracurricular programs well in advance of the start of the first gathering of student participants. These goals and objectives should serve as the map for guiding and reviewing the success of the many programs, with constant review by the coach/sponsor to evaluate methods of improving the specific activity.

To implement a comprehensive evaluation of coaches and sponsors, it is necessary to incorporate a multi-step process that will include: a) mid-season evaluation of assistant coaches by head coach, when deemed necessary b) mid-season evaluation of head coach by the director of activities, when deemed necessary c) final evaluation of assistant coaches by head coach, d) final evaluation of head coaches by the director of activities, d) final evaluation of all sponsors by the director of activities.

COLSTRIP PUBLIC SCHOOLS' ACTIVITY RULES

Students who participate in any activity at Colstrip Schools are required to abide by all district rules and policies.

The penalties for non-compliance are contained in the district discipline policy and it is the duty of each student participant and his/her parent to read, follow and understand the rules.

ELIGIBILITY - Any student to be eligible for any Frank Brattin Middle School or Colstrip High School activity must be passing every subject in which he/she is currently enrolled, as evidenced by the weekly eligibility list. Any student on the eligibility list with one or more failing grades will not be permitted to participate in any school activity for the week and weekend following their name appearing on the list. In addition, students attending Colstrip High School must have passed two and one-half (2 1/2) credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. (Previous semester is defined in the current MHSA handbook).

All reports of a rule violation will be investigated and dealt with by the respective coach/sponsor and activities director/principal.

Coaches/sponsors may have additional rules for his/her sport/activity. A copy of these rules will be provided for the student participant at one of the first practices.

***** SPECIAL NOTE*****

The student activity handbook and appropriate student handbook contain rules and regulations that all students must abide by when involved in Colstrip Schools' activities programs. As a coach/sponsor you are expected to review the contents of these documents, see that all students abide by the rules contained therein, and report to the activities director and/or building principal ANY violations of the rules in an expeditious manner.

**ANY AND ALL RULES AND REGULATIONS IN THIS HANDBOOK
ARE SUBJECT TO CHANGE AS THE NEED ARISES.**

ASSUMPTION OF RISK

The Board recognizes that certain risks are associated with participation in interscholastic activities. While the District will strive to prevent injuries and accidents to students, each parent or guardian will be required to sign an "assumption of risk" statement, which indicates that the parents assume all risks for injuries resulting from such participation. Each participant shall be required to furnish evidence of physical fitness on an MHSA-approved form prior to becoming a member of an interscholastic team. A participant shall be free of injury and shall have fully recovered from illness before participating in any event.

By signing the attached form, student and parent(s) agree that

they have read and agreed to abide by all rules regarding extracurricular/ co-curricular activities as stated in the student activity handbook, respective school's handbook and this form.

STUDENT PERMISSION TO PARTICIPATE

(Please sign and return)

I hereby give my consent for _____ (student) to participate for Colstrip Public Schools in the following Activities:

Please mark all boxes for activities you will be in for entire school year on the back of this form.

I also give _____ (student) permission to ride school-sponsored transportation to/from any activity taking place away from Colstrip. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the student listed above, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

I have read and agreed to abide by all rules regarding extracurricular/co-curricular activities as stated in the student activity handbook, respective school's handbook and this form.

Date _____

Student Signature _____

Date _____

Parent/Guardian Signature _____

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____

Emergency Phone _____

-OVER-

Please mark all boxes for activities you will be in for entire school year:

CHS

- | | |
|---|--|
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Close Up |
| <input type="checkbox"/> Girls Basketball | <input type="checkbox"/> Drama (Play) |
| <input type="checkbox"/> Boys Basketball | <input type="checkbox"/> Speech/Drama |
| <input type="checkbox"/> Football | <input type="checkbox"/> FFA |
| <input type="checkbox"/> Golf | <input type="checkbox"/> FCCLA |
| <input type="checkbox"/> Softball | <input type="checkbox"/> Honor Society |
| <input type="checkbox"/> Track | <input type="checkbox"/> Indian Club |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Pep Band |
| <input type="checkbox"/> Wrestling | <input type="checkbox"/> Photo Club |
- Council
- | | |
|--|--|
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Science Club |
| <input type="checkbox"/> Academic Olympics | <input type="checkbox"/> Spanish Club |
| <input type="checkbox"/> BPA | <input type="checkbox"/> Student Council |
| <input type="checkbox"/> Special Olympics | <input type="checkbox"/> Yearbook |

FBMS

- | | |
|---|--|
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Academic Olympics |
| <input type="checkbox"/> Girls Basketball | <input type="checkbox"/> Extra Curricular Band |
| <input type="checkbox"/> Boys Basketball | <input type="checkbox"/> Drama (Play) |
| <input type="checkbox"/> Football | <input type="checkbox"/> Indian Club |
| <input type="checkbox"/> Track | <input type="checkbox"/> NJHS |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Science Club |
| <input type="checkbox"/> Wrestling | <input type="checkbox"/> Speech |
| <input type="checkbox"/> FCCLA | <input type="checkbox"/> Special Olympics |
| <input type="checkbox"/> Yearbook | <input type="checkbox"/> Student |
- Spelling/Geography Bee

REQUEST FOR ACTIVITY/FUNDRAISER

Must be submitted 5 days prior to event

Group Requesting activity/fund raiser:			
Date of Request			
Activity/Fund raiser being requested			
Date/Time of activity/fund raiser	Date begins:	Date ends:	
Description of Proposed activity/fund raiser:			
Approx Total Proceeds	- Cost of goods/service	= Profit J	
Facilities, special equipment, cash box, ect needed:			
Maximum of three(3) fundraisers well be permitted to be held by Colstrip Schools' organizations at any one (1) event.			
Signatures		YES	NO
Class/Club Sponsor			
Principal			
Activities Director			

MEAL EXPENSE FORM

(Breakfast=\$6, Lunch=\$7, Dinner=\$9)

Name: _____

Code #'s on Book: _____

Fax # _____ Phone # _____

Quantity	Catalog #	Name of Item	Unit Price	Total
Action By:		Approved	Not Approved	
Treasurer or President				
Sponsor				
Activities Director				
Principal				

Approved by: _____ Account: _____

_____ Fund Custodian

INVENTORY WORKSHEET

Activity: _____					
Coach: _____					
-					
	Number	Item-Description	Shape(quality)	Order (?)	Comments

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

28					
29					
30					

COLSTRIP PUBLIC SCHOOLS BOARD OF TRUSTEES TRAVEL REQUEST

Before out-of-state travel will be considered by the Board of Trustees, the individual/group must go through their Supervisor with a cost and method of financing the trip. Approvals must go through the Chain of Command in the same manner as a requisition.

Name/Organization: _____

Destination: _____ Number traveling _____

Dates of Travel: _____

Purpose of trip: _____

Travel Costs:

Explain:

Mileage \$ _____

Travel \$ _____

Meals \$ _____

Lodging \$ _____

Incidentals \$ _____

Funding Amount and Source – Complete all that will apply:

Fundraisers: \$ _____

Grants: \$ _____

District \$ _____ Account No.: _____

Other Funding: \$ _____

Signature of Applicant _____ Date _____

Supervisor Approval _____ Date _____

Superintendent Approval _____ Date _____

Coaches/Sponsors Handbook Acknowledgment

(Please sign and return.)

Date

I, _____

Print Name

have received the 2016-2017 Coaches/Sponsors handbook. I understand my responsibility to know and follow the policies and regulations contained therein.

Coach/Sponsor Signature